

DEVELOPMENT SPECIALIST

Alabama Department of Archives and History, Montgomery, Alabama

www.archives.alabama.gov

State of Alabama Personnel Classification(s):

30609 – Departmental Marketing Specialist (General Option - 003)

Annual Salary Range: \$40,468.80 - \$61,303.20

OR

11042 – Public Information Specialist

Annual Salary Range: \$33,256.80 - \$55,615.20

The Alabama Department of Archives & History seeks an enthusiastic, creative, and team-oriented Development Specialist. At the direction of the Communications Coordinator, the person will implement the ADAH's development program in conjunction with the Friends of the Alabama Archives and the Alabama Archives and History Foundation, 501(c)3 auxiliary organizations which exist to support the mission of the agency. The Development Specialist will identify grant opportunities to support the work of the ADAH and collaborate with staff to complete applications. Additionally, the Development Specialist will assist the Communications Coordinator with the agency's public relations, marketing, and outreach efforts and provide support for other special projects and public events.

Essential Job Duties:

- Implement the ADAH's development program through donor- and board-relations and coordination with the Friends of the Alabama Archives and the Alabama Archives and History Foundation.
- Identify, seek, and administer grant funding opportunities.
- Assist the Communications Coordinator with agency-wide public relations and marketing efforts.
- Other duties as assigned.

This position will require occasional weekend and afterhours work and some travel, mostly within the state of Alabama.

Minimum Requirements (Departmental Marketing Specialist Classification):

- Bachelor's degree from an accredited four-year college or university in Marketing, Graphic Arts, Advertising, Public Relations, Communications, or a closely related field.
- Three years of professional experience in public information, advertising, fund-raising, or a related field.
- A valid driver's license.

Minimum Requirements (Public Information Specialist Classification):

- Bachelor's degree from an accredited four-year college or university in Journalism, Public Relations, Communications, English, or a closely related field.
- Two years of professional experience in the field of public relations, public information, communications, print journalism, broadcast journalism, or related media promotional/information experience. (Note: A Master's degree from an accredited college or university in Journalism, Public Relations, Communications, English, or a closely related field may substitute for one year of the required experience.)
- A valid driver's license.

Preferred Knowledge, Skills, and Abilities:

- Excellent organizational skills, including the ability to manage multiple tasks and projects simultaneously.
- Ability to prioritize and follow tasks through to completion in a timely manner.

- Ability to interact professionally and appropriately with staff, volunteers, visitors, donors, and other stakeholders.
- Experience in fund-raising, donor cultivation, and board maintenance.
- Excellent verbal and written communication skills.
- Proficient in social media and interest in the application of technology.
- Working knowledge of Microsoft Office Suite and Adobe Acrobat.
- Experience with Adobe Creative Cloud graphic design applications preferred.

The Alabama Department of Archives and History was founded in 1901 and serves as the Alabama state archives and state history museum. The Museum of Alabama tells the story of Alabama and its people from pre-history to the dawn of the 21st century. The agency is located within the Capitol Complex in downtown Montgomery, Alabama.

This a State of Alabama Merit System position.

The official state job announcement(s) can be found below. Please apply according to your qualifications.

Applicants will be considered from both classifications.

Departmental Marketing Specialist: https://www.personnel.alabama.gov/Documents/Announcements/100741_A.pdf

Public Information Specialist: https://www.personnel.alabama.gov/Documents/Announcements/102020_A.pdf

Application Procedure:

- Apply to the State Personnel Department:
 - Find the official position announcement(s) for which you qualify (see links above).
 - Complete the State of Alabama Application available at <https://personnel.alabama.gov/Downloads/StateApp.pdf> or create a profile and apply online at <https://www.personnel.alabama.gov/OES/Login.aspx>.
 - Application process questions may be answered at <https://personnel.alabama.gov/AppProcess.aspx> or <https://personnel.alabama.gov/Downloads/OESHelpDoc.pdf>.
 - Submit the application to State Personnel and include transcripts.
- After applying to the State Personnel Department, submit the following documents via email to **georgiaann.hudson@archives.alabama.gov**:
 - Cover letter (including availability details and salary requirements)
 - Resume
 - Academic transcripts (may be unofficial)
 - Copy of application submitted to the State Personnel Department
 - List of professional references including contact information

The deadline to apply is **December 7, 2018**. Candidates will be selected for interview based on the information submitted. The anticipated hiring date is early 2019.

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